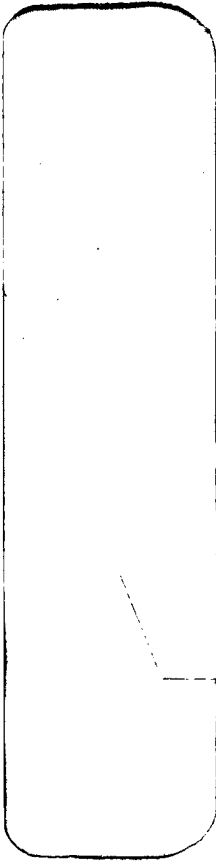


STAT

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MUC
Presented: 23 Aug. 1983
by Mr. Briggs

STAT

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Next 5 Page(s) In Document Denied

CONFIDENTIAL

15 March 1984

MEMORANDUM FOR: Chief, Information Management Staff

25X1

VIA: Deputy Director for Operations

FROM:

25X1

Executive Secretary, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citation -
Information Management Staff

25X1

25X1

25X1

25X1

25X1

1. This office will be pleased to initiate a Memorandum for the Record to be included in the Case File of the subject Meritorious Unit Citation to include who were inadvertently omitted from the original recommendation of the award. We also will ensure that their Official Personnel Files reflect their inclusion in this award.

2. When submitting future recommendations for Meritorious Unit Citations, it is not necessary to include the Biographic Profile or Performance Appraisal Report of each employee being included in the award.

CONFIDENTIAL

C O N F I D E N T I A L

13 FEB 1984

MEMORANDUM FOR: Chairperson, Honor and Merit Awards Board

VIA : [redacted] DO

25X1

FROM : [redacted]
Chief, Information Management Staff, DO

25X1

SUBJECT : Justification for Meritorious Unit Citation

1. The [redacted] of the Information Management Staff was awarded a Meritorious Unit Citation as well as a Special Achievement Award in June 1983. Because of an administrative error, the names of two IMS personnel [redacted] [redacted] were omitted from the Awards Citation list. These employees are not members of [redacted] but were temporarily assigned in a Task Team effort to process thousands of Top Secret documents for downgrading. Nevertheless, they contributed greatly to the overall excellence in the accomplishment of the Section's objectives during the award period of 1 January 1981 through 31 December 1982. It is therefore recommended that they be awarded the Section citation.

25X1

25X1

25X1
25X1

2. The original memorandum, outlining the justification for the Meritorious Unit Citation, is attached for your information.

25X1

Attachment: as stated

Serial No. ●	RECOMMENDATION FOR HONOR OR MERIT AWARD		Case No. —
Name of Employee —	Grade —	Office of Assignment —	
Recommended 15 June 1983		Type MUC	
Date Security Approval Requested — Received —		Custody —	Released —
Date of HMAB Approval 21 June 1983		Award Approved MUC	
Date of DCI Approval 24 June 1983		Award Approved MUC	
Retirement Date —		Retirement System —	
Ceremony Brief —	Date Guest List Received —	Date HMAB Ceremony 23 Aug 83	
Photographs Forwarded ●	Previous awards if any: —		
Comments 22 Aug - packages out, awards framed 13 Oct 1983 - Received photos 2 Nov. 1983 - sent photographs out for signature 7 Nov. 1983 - Received signed photo. <u>Here:</u> Since our association goes back many years, I was especially pleased to present to you, on behalf of the Station a Meritorious Unit Citation for outstanding performance. My thanks to all. /s/ Chuck Briggs. PREPARED PACKAGES FOR MAILING PHOTOS			

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Protocol Branch
7E31 - Headquarters

EXTENSION

NO.

DATE

22 August 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director
7D55 - Headquarters

2.

3.

4.

Attached are the papers for the Honor and Merit Awards Ceremony to honor the [redacted] on Tuesday, 23 August 1983 at 11:30 a.m. in the DCI Conference Room.

5.

MEMORANDUM FOR: Mr. Briggs

6.

[redacted] is accepting for the Section. He was the Chief until he left last February. He is now a Management Analyst in the [redacted] of IMS.

7.

8.

Fourteen of the fifteen awardees will be present, including Gene. They will be seated around the left side of the conference room. [redacted] will call out their names as they come forward to receive their checks from you.

9.

10.

The fifteenth awardee, [redacted] is on vacation and will not be present. [redacted] will announce this after all the awardees have received their checks.

11.

12.

13.

Date

FORM 5-75 101 USE PREVIOUS EDITIONS

14.

15.

FORM 1-79 610 USE PREVIOUS EDITIONS

STAT

STAT
STAT
STATSTAT
STAT

STAT

STAT
STAT

STAT

CEREMONY CHECKSHEET

Name of Awardee: [redacted] Home Phone: [redacted] STAT
Office Phone: [redacted] STAT
Award: MUC Contact Point (if not awardee) [redacted] STAT
Phone: [redacted]

Ceremony Date: Tues 23 Aug Time: 1130
Presenter: Exdir Conference Room: DCI
Booked: 3 Aug
Rosam Advised: 3 Aug Note to Staff 3 Aug
Guest List Received: 10 Aug Guest List Called: 12 Aug 83
Personal Brief Requested: NA Received: [redacted]

Need ☐: Yes ☐ No ☒ Name to be sent to [redacted] Yes ☐ No ☐ STAT

☐ Requested(when needed): [redacted] ☐ Received [redacted] STAT

Scenario Prepared (when needed): 17 Aug ✓ Bullets Prepared (when needed): [redacted]

Outside Guest List Typed: [redacted] Formal Guest List Typed: [redacted]

Citation Written: [redacted] Typed [redacted]

Card: [redacted] 5x8 Card [redacted]

Photographer Called: [redacted] Requisition #: 140-107-83

Photo Requisition Typed: 15 Aug 83 ^{mailed to} NA Labels for Chairs: [redacted]

Awards Gathered/Framed: [redacted]

NOTES: 7/13 MEE - Q's call [redacted] to set up ceremony. STAT
Then are 15 awardees (he is NOT one of them).

7/13 Dennis will call the back w/ non-convenient dates
8/3 - Per Jean, 8/10/83, ~~and~~ set up week of
15 or 22 Aug - 14 people receive checks -
one on leave. She requested Exdir also pass
out checks to all awardees attending. He checked
w/ Exdir (Klen) & he agreed.

8/10 - [redacted] called - will send STAT
list to us by Friday, 12 Aug
8/10 - [redacted] will bring checks up to us STAT
on Monday, 22 Aug.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Protocol Branch
7E31, HQS

AW

EXTENSION

NO.

DATE

2 November 1983

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Executive Director
7D55, HQS

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Enclosed is one photograph for Mr. Briggs's signature. We also have the photographs of Mr Briggs presenting checks to each SIS employee. Unless Mr. Briggs prefers otherwise, we will forward them to the awardees without a signed inscription.

Agree

STAT

FORM
1-79610 USE PREVIOUS
EDITIONS

Approved For Release 2009/06/19 : CIA-RDP86-00088R000100070003-3

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HONOR AND MERIT AWARDS CEREMONY

DCI Conference Room - 7 D 64

Tuesday, 23 August 1983

11:30 a.m.

Presentation by Mr. Charles A. Briggs
Executive Director

MERITORIOUS UNIT CITATION



25X1

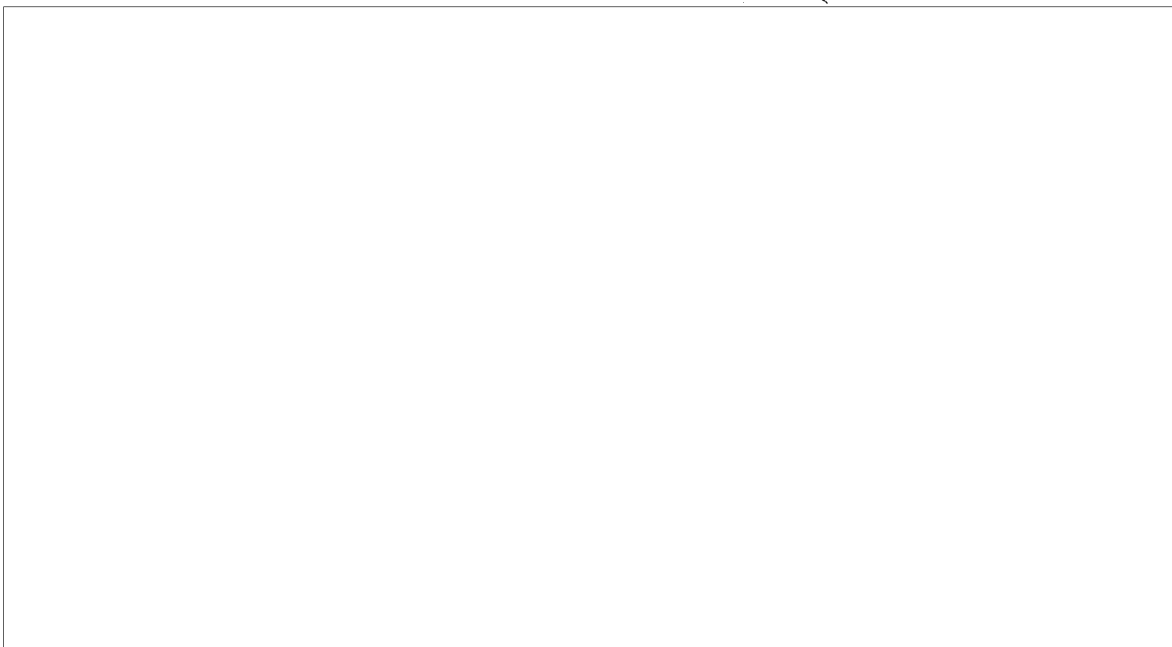
OFFICIALS AND GUESTS

Mr. Harry E. Fitzwater
Mr. John H. Stein
Mr. James H. Taylor
Mr. James N. Glerum



25X1

25X1



25X1

S E C R E T



The United States of America



Central Intelligence Agency

Citation

INFORMATION MANAGEMENT STAFF

STAT

is hereby awarded the

MERITORIOUS UNIT CITATION

in recognition of the outstanding accomplishments of its members from 1 January 1981 through December 1982. Through their excellent cooperative spirit and devotion to duty, they made extraordinary progress in all three of their major responsibilities, which involve the assignment, control and dissemination of cryptic reference codes, Sensitive Compartmented Information and Top Secret material. The superb professionalism and steadfast loyalty of the

STAT

earned the respect and admiration of their superiors within the Directorate and all those with whom they are associated. Their exceptional performance has significantly added to the efficiency and accuracy of a vital Agency function and is truly worthy of commendation and honor.

STAT

S E C R E T

Executive Director Presentation of Meritorious Unit Citation
and
Special Achievement Awards
to

[redacted]
Information Management Staff

25X1

11:30 a.m., Tuesday, 23 August 1983
DCI Conference Room

SCENARIO

- 1115 Chief, Protocol Branch will meet [redacted] in the 7th floor reception area. [redacted] was Chief of the Section during the period for which the award is recommended and will accept the award on behalf of the other section employees.) 25X1
25X1
- 1120 Director of Personnel will greet [redacted] in the reception area. 25X1
- 1127 Chief, Protocol Branch will escort the Executive Director to reception area to greet [redacted] 25X1
- 1130 Chief, Protocol Branch will escort the Executive Director, the Director of Personnel and [redacted] to the DCI Conference Room. 25X1
- Acting Chief, Protocol Branch will seat [redacted] 25X1
- Executive Director Remarks.
- Executive Director will invite [redacted] to join him for reading of the citation by [redacted] 25X1
25X1
- Chief, Protocol Branch will provide Meritorious Unit Citation to Executive Director.
- Executive Director presentation of Meritorious Unit Citation to [redacted] (photograph). 25X1
- Executive Director will then present check to [redacted] (photograph). 25X1
- Executive Director will ask Mr. Stein to join them for another photograph.
- [redacted] will then call forward each of the other 13 awardees to receive their checks, in alphabetical order. 25X1
- Chief, Protocol Branch will provide checks to Executive Director as the recipient steps forward. Photographs will be taken of each person receiving their check from the Executive Director.

S E C R E T

S E C R E T

After the last awardee has returned to his/her seat, [] will
announce that one other awardee, [] was not able to attend.

25X1

25X1

Executive Director will then invite other attendees to extend congratulations
to [] and the awardees.

25X1

S E C R E T

CONFIDENTIAL
RETURN COPY

25X1

JUL 1983

25X1

25X1

MEMORANDUM FOR: Chief, Information Management Staff []

VIA: Deputy Director for Operations

FROM: []
Recorder, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citation - []

25X1

1. The Honor and Merit Awards Board is pleased to notify you that the Meritorious Unit Citation has been approved for the [] [] A copy of the memorandum which has been placed in the Official Personnel File of each employee named in the recommendation is attached for your information. []

25X1

25X1

2. We are committed to present awards as soon as possible after their approval. When you have informed the unit of their award, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and the name and telephone number of the individual whom the Protocol Branch should contact to arrange presentation of the award. []

25X1

25X1

25X1

Attachments

25X1

Awardee notified of award on 11 July 83
(date)

25X1

by [] IMS, []
(name, title, division)

25X1

Awardee can be reached on []
(telephone)**Comments:**

*To set up ceremony
please call Mr.*

25X1

RETURN COPY

CONFIDENTIAL

CONFIDENTIAL

15 JUL 1983

MEMORANDUM FOR: Chief, Information Management Staff 25X1

VIA: Deputy Director for Operations

FROM: 25X1
Recorder, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citation -

25X1

1. The Honor and Merit Awards Board is pleased to notify you that the Meritorious Unit Citation has been approved for the 25X1
 A copy of the memorandum which has been placed in the Official Personnel File of each employee named in the recommendation is attached for your information.

2. We are committed to present awards as soon as possible after their approval. When you have informed the unit of their award, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and the name and telephone number of the individual whom the Protocol Branch should contact to arrange presentation of the award. 25X1

25X1

25X1

25X1

CONFIDENTIAL

C O N F I D E N T I A L

25X1

15 JUL 1983

25X1

MEMORANDUM FOR THE RECORD

FROM:

[REDACTED]

25X1

Recorder, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citation - Information Management Staff, [REDACTED]

[REDACTED]

25X1

On 24 June 1983 the Executive Director approved award of the Meritorious Unit Citation for the [REDACTED] Information Management Staff, Directorate for Operations, in recognition of the outstanding performance displayed by the following employees from 1 January 1981 through 31 December 1982:

25X1

[REDACTED]

C O N F I D E N T I A L

Page Denied

CLASSIFY AS APPROPRIATE

RECOMMENDATION FOR HONOR OR MERIT AWARD

(Submit eight copies with: description of performance or service warranting award; biographic profile; latest performance appraisal report; and unclassified citation)

25X1
25X1

1. SOCIAL SECURITY NO.			2. NAME OF PERSON RECOMMENDED (Last, First, Middle) See attached list.			3. POSITION TITLE		
4. GRADE	5. YOB	6. SD	7. OFFICE OF ASSIGNMENT IMS	8. EXTENSION	9. RECOMMENDED AWARD Meritorious Unit Citation			
10. INCLUSIVE DATES FOR WHICH RECOMMENDED 1 January 1981 - 31 December 1982				11. IF RETIRING, DATE OF RETIREMENT		12. POSTHUMOUS YES NO		
13. HOME ADDRESS (include ZIP CODE)				14. NAME OF SPOUSE		15. HOME PHONE		

Have any other persons received or been recommended for an award for this service or act?

- ☐ yes (If yes, attach list of full names and awards.)
☒ no

TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION Chief, Information Management Staff		DATE 9 June 1983	
HEAD OF <u>D</u> CAREER SERVICE (Career service of nominee)		DATE 6-15-83	
DEPUTY DIRECTOR OF CAREER SERVICE		DATE 6-15-83	
DEPUTY DIRECTOR OF OPERATING COMPONENT Deputy Director for Operations		DATE 6-15-83	

REPORT OF HONOR AND MERIT AWARDS BOARD

The Honor and Merit Awards Board having considered the foregoing recommendation on 21 June 1983:

- ☒ recommends approval
☐ does not recommend approval
☐ recommends award of

REMARKS

APPROVED

SIGNATURE

TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD

James N. Glerum

SIGNATURE

TYPED NAME OF REC

23 JUN 1983

Executive Director of Central Intelligence

DATE

24 JUN 1983

FORM 600 OBSOLETE PREVIOUS
2-80 EDITIONS

SECRET

CLASSIFY AS APPROPRIATE

Page Denied

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